

**Idaho School for the Deaf and the Blind**  
**Policies and Procedures**  
**Section: 200**  
**Subsection: Workers' Compensation**

**July 2005**

**Reference:** IDAPA 241.01&02  
State Controllers Workers' Compensation Benefits Election Form  
State Insurance Fund First Report of Injury or Illness

**Purpose:**

Worker's Compensation Insurance provides medical benefits for expenses resulting from work related injuries and accidents; and provides income benefits in cases of extended absences from work as a result of injury on the job.

**Policy:**

Any employee of ISDB (exempt, classified, full-time, part-time, or temporary) who is injured on the job and requires medical attention due to the injury is eligible for worker's compensation benefits.

**Procedure:**

1. It is the employee's responsibility to report any injury or accident immediately to their supervisor and complete an incident report. If it is deemed necessary to see a physician for medical treatment, a Notice of Injury and Claim for Benefits form must be completed within 10 days.
2. If the employee is unable to return to work, he/she will use sick leave until individual returns to work or other programs like short term disability are applied.
3. It is the policy of ISDB that employees will be entitled to choose if they receive sick leave/vacation/comp time simultaneously with workers' compensation benefits to maintain approximately 100% of their normal salary. Employees may choose Option 1 - Workers' Compensation Benefits Only; Option II - Workers' Compensation Benefits Supplemented by Accrued Leave Until Receipt of Workers' Compensation Benefits, or Option III - Workers' Compensation Benefits Supplemented by Accrued Leave by completing the Workers' Compensation Benefits Election Form.
4. In all instances, an employee must obtain from their attending physician a written medical release prior to returning to work.

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Revised/Approved – July 2005  
Harvey W. Lyter III, Interim Superintendent